



Job Title:	Human Resources Manager
Location:	Rugby
Hours:	25-30 hours
Responsible to:	Chief Executive Officer
Key working	Senior Managers, Regional Manager,
Relationships:	HR Administrator

About the organisation:

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

Our mission is to support disable and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

Our work is organised into four key segments:

- Circles Equine
- Circles Community
- Circles Advocacy
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering high-quality support and our values of inclusion are at the heart of everything we do.

The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to support.

- Everyone has a voice and the right to be heard.
- All people have dreams and aspirations.
- All people have capabilities and qualities.
- All people should have power and control over what they do now and in the future.



- The whole community can benefit from embracing diversity.
- All people should have the opportunity to lead ordinary and valued lives.
- All people have the right to live and be part of the community.
- All people need friendships and independent relationships, a natural support network.
- All means All.

Summary:

The HR Manager works closely with the CEO and Leadership team to drive the HR agenda in line with the organisation's strategic objectives. This is a role that requires great networking and relationship building skills and has a HR Administrator reporting into them.

The HR Manager is responsible for the end-to-end employee life cycle and promoting the charities values.

This role is a part-time flexible role and hours can be discussed. Salary is starting at £28,000 pro rata dependant on experience.

Main duties and responsibilities:

- To implement the HR strategy in line with the strategic goals of the organisation.
- Build effective relationships with the leadership team.
- Formulate the recruitment plan and manage the recruitment process from start to finish, including campaigns, attraction, DBS checks, right to work, safer recruitment procedures, references and issuing contracts.
- Maintain the employee handbook and keep it up to date with current legislation.
- Lead on HR projects in conjunction with organisation sponsors and other senior managers within the business
- Liaise with third party suppliers such as training providers, recruitment agencies and employment law experts.
- Provide daily support and advice to managers and colleagues on issues related to their employment.
- Taking the lead and supporting the leadership team with any employment law matters such as disciplinary, grievance, absence etc.



- Periodically review all employment contracts, making recommendations to the Leadership team.
- Provide HR data metrics which include attrition rates, time to hire and present to the CEO and board of trustees quarterly and update them on the HR plan.
- Attend weekly leadership team meetings and provide HR advice.
- Review, write, and implement HR policies and procedures and manage the review of all other procedures.
- Organise and lead annual salary review.
- Conduct quarterly people reviews with succession planning and talent management plans as outputs.
- Coach and assist managers/colleagues with performance improvement.
- Maintain the central employee database and single central register and supply information for internal and external audits.
- Write standard operating procedures with the view to look for process improvements.
- Champion digital technology and HR platforms such as Bright HR, Office 365 and Flick training.
- Produce HR newsletter and comms plan to ensure visibility of the HR department.
- To support the finance manager with any payroll queries.

Person Specification:

Qualifications and Training:

- CIPD qualified **Level 5** or above or relevant on the job experience.
- Proficient in Microsoft Office 365
- A full driving licence and access to a vehicle for the purposes of your work or have access to a car and driver.

Experience:

- Experience having worked as a HR Advisor, HR Manager, People Officer/advisor/manager within a fast-paced environment.



- Strong HR compliance and legislation knowledge
- Sound knowledge of recruitment processes and advertising.
- Experience of coaching and mentoring team members or managing a team would be advantageous.

Personal Attributes:

Competence - to have the ability to carry out your work efficiently and effectively.

- Proven ability to manage a high volume of work and have effective time management skills.
- Ability to be results focused and work to tight deadlines.
- Effective presentation skills

Commitment - to show dedication and attentiveness towards those you support and the wider organisation.

- Enthusiasm, energy and commitment for the work of the organisation.
- Pro-active and responsible attitude to working.
- Demonstrate a continual drive at personal and service improvement and growth.
- High ethical standards and commitment to quality.
- Ability to challenge leadership team when necessary.

Care and Compassion - to understand how other people may be feeling, showing concern/interest in their issues and lives.

- Show empathy and patience when dealing with colleagues.
- Be balanced when approaching colleagues concerns.
- Show an understanding of the values of inclusion, equal opportunities, and disability equality issues.

Communication - to be able to successfully share ideas, feelings and information.

- An ability to articulate and explain ideas.



· To have exemplary interpersonal skills, demonstrating a diplomatic style of communication.

· To understand learning styles and their implications for how we effectively communicate with one another.

Creativity - to use imagination and original ideas to support the development of your work.

- Be solutions focused and think outside the box
- Have a not one size fits all approach
- Ability to generate and be self-motivated to complete tasks.

Intuition and Self Awareness - to understand instinctively those you support and be aware of the impact you have on others.

- A willingness to learn new skills and have a growth mindset.
- Ability to relate to diverse groups of people.

Authenticity and Integrity – to be an honest and genuine person.

- Appreciation of and commitment to issues of confidentiality.
- Be an ambassador for the Circles Network values.

Connection - to show connection in your relationships.

- An ability to effectively network and build strong and lasting relationships both internally and externally.
- Able to motivate others and use influencing and negotiating skills.

We are an equal opportunities employer and a disability confident employer.

We operate safeguarding and safer recruitment practices. If you are shortlisted for this role you will be required to fill out an application form.

Enhanced DBS checks are carried out for successful candidates upon offer, this cost is covered by the organisation.

Job Types: Part-time, Permanent

Salary: From £28,000.00 per year